

## AGENCY AGREEMENT/LIMITED AGENT AUTHORITY COMMONWEALTH OF PENNSYLVANIA

If an agent is involved in any manner with the Lease, this Agency Agreement must be completed. If there is a change in property ownership, agent, or remittance address, Lessor must provide an updated Agency Agreement to avoid delays in rental payments.

Solicita	tion/Lease No						
Solicita	tion/Leased Property Address						
Lessor Name Federal I.D. No. (Last 4 dig							
Lessor	Address						
Lessor Phone		Fax	Email				
Lessor	Commonwealth Vendor No. (If registere	ed)					
Agent			Federal I.D. No. (Last 4 digits)				
Agent A	ddress						
Agent Phone		Fax	Email				
1.	1. Does power of agent terminate on execution of lease?					Yes	No
2.	2. Is agent authorized to sign option for proposed Lessor?						No
3.	Is agent authorized to sign lease agreement or amendments from proposed Lessor?						No
4.	. Is agent authorized to sign change orders and consent forms for leasehold improvements for the proposed Lessor?						No
5.	Is agent to collect rent if lease is executed?						No
6.	Is agency to be binding during entire lease term? (Note: if agency is terminated, notice must be forwarded to Bureau of Real Estate immediately.)						No
7.	Is agent authorized to issue written notice of termination at expiration of lease term?						No
8.	If applicable, professional license num	ber of agency					
9.	Rental Checks to be payable to			_ By	ACH	Mail	
10.	If Rental Checks are mailed, send to						

Further statement to clarify agent's authority

SIGNATURE OF AGENT	DATE	SIGNATURE OF LESSOR	DATE
TYPE NAME OF AGENT		TYPE NAME OF LESSOR	
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